

15 May 1952

MEMORANDUM FOR: ALL OPC STAFF DIVISIONS

SUBJECT : Plans

✓ 1. A partial survey of the use and distribution made of plans indicates that many staff sections have plans and are making no use of them. In most instances, plans have not been maintained up-to-date, nor are complete sets of plans available. If plans are to be made a central frame of reference and instruments of control for Op operations, they must be maintained up-to-date.

2. For security reasons, and since there is a great deal of work involved in keeping a complete set of Op plans up-to-date, it has been deemed advisable to establish a minimum distribution of plans. The following distribution has been established:

a. Op Strategic Plans

1 set -- DCI  
 1 set -- DD/P  
 2 sets -- SPC  
 ✓ 2 sets -- FY  
 2 sets -- WP  
 1 set -- OD  
 1 set -- Budget Support  
 6 sets -- Each Area Division

b. Area Plans

2 sets -- SPC  
 ✓ 2 sets -- FY  
 2 sets -- WP  
 1 set -- OD  
 1 set -- Budget Support  
 Area Divisions -- Control internal distribution

c. Country Plans

2 sets -- SPC  
 ✓ 2 sets -- FY  
 2 sets -- WP  
 1 set -- OD  
 1 set -- Budget Support  
 Area Divisions -- Control internal distribution

d. Logistics Annexes - Narrative sections, and where appropriate, requirements appendices summaries only, will be an integral part of plans and distributed as prescribed above. In addition, the following special distribution will be made of Area Logistics Annexes:

\*NSC Declassification/Release Instructions on File\*


Security Information

- 1 - Complete with all Appendices -- CAL
- 1 - Complete with all Appendices -- CLD
- 1 - With Personnel Appendix only -- CPT
- 1 - With Funds Appendix only -- CBD


3. It is requested that all staff sections conduct an immediate survey of all plans in their possession and, except within the limits of the above distribution, return all plans to the originating Area Division or to SPC (Attention: Mr. John L. Leader, Room 2504K) for disposition.

4. It is requested that Area Divisions check their distribution records and adjust distribution within the limits of paragraph 2 above. Instances where there are insufficient copies of existing plans to make the prescribed distribution should be reported to SPC who will determine what distribution to make of available copies. No additional copies will be made at this time simply for the sake of making the prescribed distribution.

5. Staff elements not included in the above distribution will have access to a complete set of plans in SPC, where a reading desk and a check-out system for plans will be maintained.

  
KILBOURNE JOHNSTON  
Assistant Director  
for Policy Coordination

Authenticated by

  
W. E. Little  
Executive Officer/OPC

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# ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

AL/PS

NO.

DATE

15 May

| TO       | ROOM NO | DATE  |       | OFFICER'S INITIALS | COMMENTS |
|----------|---------|-------|-------|--------------------|----------|
|          |         | REC'D | FWD'D |                    |          |
| 1. 25X1A |         |       | 25X1A |                    |          |
|          |         |       |       |                    |          |
|          |         |       |       |                    |          |
| 4.       |         |       |       |                    |          |
| 5.       |         |       |       |                    |          |
| 6.       |         |       |       |                    |          |
| 7.       |         |       |       |                    |          |
| 8.       |         |       |       |                    |          |
| 25X1A    |         |       |       |                    |          |
| 9.       |         |       |       |                    |          |
| 10.      |         |       |       |                    |          |
| 11.      |         |       |       |                    |          |
| 12.      |         |       |       |                    |          |
| 13.      |         |       |       |                    |          |
| 14.      |         |       |       |                    |          |
| 15.      |         |       |       |                    |          |

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